

**JOB DESCRIPTION
PERSONNEL DEPARTMENT
ADMINISTRATIVE ASSISTANT**

1. JOB TITLE: ADMINISTRATIVE ASSISTANT

- 2. DEFINITION:** The Administrative Assistant provides skilled assistance and support to the Personnel Department in all phases of personnel relations. The employee's job functions include the performance of highly responsible tasks associated with providing secretarial support to the Director and maintaining personnel records for the City. The employee is responsible for responding to complaints and concerns associated with employee benefits for all City employees. This is a mid-level position requiring an individual who is capable of exercising good judgment and who possesses superior secretarial skills, and the personal disposition and psychological qualities generally required of one who works well with the public and other employees. This employee is under the administrative direction of the City Treasurer/Personnel Director. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and, as Non-Safety Sensitive; the employee is subject to reasonable suspicion, post-accident/incident, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates a personal computer, typewriter, Dictaphone, 10-key calculator, facsimile machine, photocopier, postage machine, multi-line telephone system and other modern office equipment.
- b. The employee's job location is in the Personnel Department where the work is typically performed indoors. All City facilities and vehicles are smoke-free.

4. ESSENTIAL FUNCTIONS:

- a. Provides expert secretarial support to the Director including accurately typing all correspondence, reports, spreadsheets and Internal Investigation accounts and summaries.
- b. Provides detailed explanation of City policies.
- c. Maintains accurate records of employees' benefits.
- d. Assist new and terminating employees with the provisions of the Health Insurance Portability and Accountability Act (HIPAA).
- e. Assists employees with the Flexible Benefits (Section 125) Plan.
- f. Assists employees and their eligible dependents with the option of continuing their group health coverage through the COBRA Act of 1985.
- g. Enrolls and makes status changes to medical/dental insurance with insurance carriers on line.
- h. Maintains files and records in the Personnel Department, including retired and vested employees' personnel files, Hotel Occupancy Tax, Disciplinary Review Board, Americans With Disabilities Act and medical files.

- i. Assists employees in all departments with inquires relating to medical and dental insurance benefits and coverage, insurance claims and Employee Assistance Program.
- j. Receipts all Hotel Occupancy Tax payments, verifies accuracy of tax computations and maintains accurate records and files.
- k. Enrolls employees into the direct deposit program.
- l. Maintains an adequate quantity of benefit booklets, insurance forms and brochures for distribution to employees and new hires.
- m. Accurately transcribes specific interviews, discussions or other verbal exchanges verbatim.
- n. Prepares and accurately types all employee bulletins, notifications of benefit changes and newsletters for distribution to all departments and/or employees.
- o. Assists with daily bank deposits and balancing of cash drawer.
- p. Responds to surveys and questionnaires relating to employee census and benefits.
- q. Answers telephone inquires from and concerning employees.
- r. Responds to the public, City officials, and department heads or their designees concerning personnel issues.
- s. Assists the public and other employees with employment.
- t. Sits, stands, stoops and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Works with Risk Management in providing employee information concerning Temporary Limited Duty and Return-To-Duty status.
- b. Assists Personnel Assistants as needed.
- c. May perform some payroll functions.
- d. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. Must have legal authorization to work in the United States.
- c. Must not have been convicted of, pleaded guilty to or entered a plea of *nolo contendere* to any felony charges involving drugs, alcohol, violence, theft, or arson.
- d. Must not have been convicted of, pleaded guilty to or entered a plea of *nolo contendere* to any misdemeanor charges involving DUI/DWI, alcohol or drugs within the past five (5) years.
- e. High school diploma or equivalent required; some college preferred.
- f. Two (2) years prior Administrative Secretarial work experience and two (2) years prior work experience in personnel management. Separate expertise in secretarial and personnel management may be included in two years work experience.
- g. Knowledge of modern bookkeeping practices and procedures.
- h. Ability to make arithmetic calculations rapidly and accurately on 10-key/full-business calculator.

- i. Must have the ability to be bonded.
- j. Must possess a good reputation for and ability to maintain honesty, integrity and confidentiality.
- k. Excellent human relations skills with the ability to communicate effectively, orally and in writing, with the public, elected officials, department heads, and other employees of the City on personnel issues.
- l. Must possess a good working knowledge of personal computers with specific software knowledge of Microsoft Word, Excel, Access and Outlook.
- m. Must possess excellent typing skills or at least 70 wpm and be proficient in spelling and grammar.
- n. Must possess excellent communication and organization skills.
- o. Knowledge of Personnel policies and procedures.
- p. Knowledge of modern office practices and techniques.
- q. Temperament and good judgment to effectively deal with the public and/or City employees, some of whom may be irate or unreasonable.
- r. Ability to perform job responsibilities independently and on own initiative in a timely manner in order to meet scheduled deadlines.
- s. Ability to report for work on time and to perform the duties of the job for an entire workday.
- t. Ability to perform occasional overtime.
- u. Ability to concentrate and accomplish tasks despite interruptions.
- v. Ability to perform a variety of tasks simultaneously or in rapid succession.

Non-Exempt
Non-Safety Sensitive
April 10, 2007